Village Voices - Data Privacy notice

What is this guide for?

Whenever we need to collect any of your personal data, we will explain at that point *why* we need to do so and what it will be used for. This guide provides a useful overview of all those situations and provides more detail on how we keep your data secure and up to date, how long we might hold it for, and what your rights are in relation to it.

Village Voices is committed to protecting your personal data and will use any personal or sensitive data we collect from you in line with the General Data Protection Regulations (GDPR).

Who's responsible for data the group collects?

In the document, we/us means Village Voices, an amateur choir based in Northamptonshire. Contact details can be found below. We are the Data Controller, which means we decide how your personal data is processed and for what purposes.

What data do we collect and what do we use it for?

We collect data from individuals to help us plan, organise and run the day-to-day operations of the choir (e.g. co-ordinating rehearsals or collecting subscription payments) and to promote and market our activities (e.g. marketing mailing lists and photography/video capture).

Members: for administering membership

When you join Village Voices as a member, or during your membership with us, we may need to collect some of the following information on you: Name, Email address, Address, Emergency Contact Number, Gift Aid declaration, Bank details. This data will be used by committee members to manage your membership with us and to organise and run our activities.

From time to time, with your consent, we may take photos and video footage of the choir for publicity purposes and to put on the website. Such consent will be implicit: the purpose will be made clear when the images are taken, and you will have the opportunity not to be included. Subsequently if you wish to withdraw consent, we will take down images that include you.

If you give us your consent to do so, we may also use your contact details to send you marketing or promotional messages about our concerts and events. Any such communication will include a clear option to withdraw your consent (e.g. to 'opt out' of future emails) and you can also withdraw consent at any point by contacting us.

Event attendees: for processing and managing tickets for events

If you buy a ticket for one of our events through an on-line channel, we need to collect your name and email address to manage your entry to the event. We will not use this data to send you promotional messages for future events unless you have given your explicit consent (see below).

Freelance Contractors: for administration and legal/regulatory purposes

We may need (for administration or for legal/regulatory reasons) to collect personal or sensitive data on freelance musicians or other contractors providing services to us. Where this is the case, we will explain what this is for at the point of collection.

Mailing list subscribers: for promotional purposes

We offer everybody the opportunity to sign up (i.e. consent) to receive marketing or promotional information on our activities such as forthcoming performances, social events and fundraising events. We will request and use your name and email to do so.

We will send you information that is related solely to our activities and will *not* use your data to send you marketing or promotional messages from third parties.

Anything we send you will include a clear option to withdraw your consent (i.e. to 'opt out' of future emails) and you can also do so at any time by contacting us.

Website visitors: for running and improving our website

Our website content manager uses cookie technology when a person visits our website to collect and analyse anonymised data on how many people have visited, what pages they have looked and other statistical information.

At present we collect no personal data through our website. It is used solely to provide information to website visitors.

You can find out more about cookies at http://www.allaboutcookies.org/

What is the legal basis for processing your personal data?

We rely on your Explicit Consent for our promotional activities. Processing is necessary:

- for the Performance of Contracts, especially with freelance contractors,
- to meet our Legal Obligations, particularly in relation to Gift Aid,
- for our Legitimate Interests (providing they are not overridden by the rights of the individual) regarding, for example, the administration of the choir's activities.

Do we share your data with anyone else?

We will never pass your details on to third parties for marketing or promotional purposes.

We sometimes use third party services to process your data. We will always make sure any third parties we use are reputable, secure, and process your data in accordance with your rights under GDPR.

Are there special measures for children's data?

We do not knowingly collect or store any personal data about children under the age of 13. Once a child is 13 years old or older, we will process their data only if the child *themselves* gives their consent.

How can you update your data?

You can contact us at any time at VillageVoices@ymail.com to update or correct the data we hold on you.

How long we will hold your data?

The Village Voices data retention policy is to review all data held on individuals at least every two years and remove data where we no longer have a legitimate reason to keep it. Where you have withdrawn your consent for us to use your data for a particular purpose (e.g. unsubscribing from a mailing list) we may retain some of your data for up to two years to preserve a record of your consent having been withdrawn.

What rights do you have?

Under the GDPR, you have the following rights over your data and its use:

- The right to **be informed** about what data we are collecting on you and how we will use it
- The right of **access** - you can ask to see the data we hold on you
- The right to **rectification** - you can ask that we update or correct your data
- The right to **object** - you can ask that we stop using your data for a particular purpose
- The right to **erasure** - you can ask us to delete the data we hold on you
- The right to **restrict processing** - you can ask that we temporarily stop using your data while the reasons for its use or its accuracy are investigated
- Though unlikely to apply to the data we hold and process, you also have rights related to **portability and automated decision making** (including profiling)

You can find out more about your rights on the website of the Information Commissioner's Office https://ico.org.uk

What will we do if anything changes?

If we make changes to our privacy statements or processes, we will post the changes here. Where the changes are significant, we may also choose to email individuals affected with the new details. Where required by law, will we ask for your consent to continue processing your data after these changes are made.

Contact Details

To exercise all relevant rights, queries or complaints please contact us by email to VillageVoices@ymail.com. We aim to respond within one month. You can contact the Information Commissioner's Office via their website.